

Add an ereader with multiple titles using the ereader Template

General points to keep in mind:

- You will be creating one record for each ereader with multiple titles. This is different from cataloging other items. Normally you would put multiple copies of the same title on the same record. However, if you have 5 identical ereaders, you will need 5 records. This will streamline your recordkeeping.
- This template has been designed to be used when cataloging ereaders with multiple titles. Using the appropriate template reduces the amount of information to be added.
- The templates are designed to be as detailed or brief as desired. All of the fields on the record need not be used. Any unwanted fields should be deleted with the Delete Field helper.

NOTE: *If you prefer to catalog just the ereader without listing the contents in the record, delete the content related fields – 505, 650, 700.*

- All fields on this record are searchable in Sirsi by doing a General Search.
- The Fixed Fields (leader) are already formatted. You only need to adjust the date.
- The first three fields on the record, 024, 037, and 092 are numbers specific to each item in addition to the barcode number; this will make it easy to locate them.
- Use the 500 tag for any additional notes, description, etc. This is a good place to list included pieces – power adapter, cables, etc. This field is searchable, but not hyperlinked.
- Any information you put in the 690 – local subject – is hyperlinked. Use this field to add any information you want to be searchable and hyperlinked – ex. permanent location, repaired 2003, vendor name, etc.
- When deleting text, be careful that you leave any punctuation in place.
- If you have not done so already, set your properties to display descriptive labels. Right click on Modify Title > Click on Properties > Check Display descriptive labels.

Editor display options

MARC View

Descriptive view

Add empty entries

Display fixed fields

Display descriptive labels (for entries)

Entries template: BRIEF

Creating an ereader Record

1. Use SmartPORT TEMPLATE database to **locate** an ereader template record for your item. Perform a Title Search for the type of equipment. Ex. ereader
2. **Import** the record (See Handbook, Cataloging, Basic Cataloging/SmartPort guides for specific directions).

3.  **Modify Title** **Click** on Modify Title Wizard. The record should be “current title”.

4. If you do not want your record to display in CAT, **check** Shadow Title.

5. **Make** the following changes:

Fixed fields:

- Entrd--** change to current date in format YYMMDD

Bibliographic Info:

- 024** Replace XXXX with serial no.
- 037** Replace XXXX with local number (school inventory, insurance number, etc.)
- 092** Leave the letters in the field. Use them as a prefix for the call number. Replace the XXXX with the unique part of your call number, ex NOOK or KINDLE.
- 245** Replace XXXX with the model number. Delete “BRAND” and replace with the brand name.
- 260** Replace the words with the appropriate information. Leave punctuation in place. Ex. New York :|b Barnes & Noble,|cc2010.
- 500** Enter any notes or delete the field.
- 505** Contents Note (Optional)
This field is used to list titles loaded on your ereader. Information in a 505 tag will come up in a title search. **Select** the one format that best fits your item and **delete** the other 505

<input type="checkbox"/> Shadow title 4					
Rec_Type	r	Bib_Lvl	m	TypeCtrl	Enc_Lvl
Desc		Entrd	070102	Dat_Tp	Date1
Date2		Ctry		Time	Audience
GovtPub		Form of item		Type_Mat	Tech
Lang		Mod_Rec		Source	

Label	Tag	Ind.	Contents
Date/time stamp	005		20070430163800.0
Standard identifier#	024	7	XXXX 2Serial number
Stock number	037		XXXX bDistrict ID number
Local Dewey call num	092		EREAD XXXX
Title	245	00	eReader h[equipment] : bModel XXXX / cBRAND.
Variant title	246		Electronic book reader
Variant title	246		XXXXXXXXXX
Publication info	260		LOCATION : bMANUFACTURER, cDATE.
General Note	500		Dimensions: XXXXXXXXXXXX.
General Note	500		Accessories: XXXXXXXXXXXX.
General Note	500		Display: XXXXXXXXXXXX.
General Note	500		Audio: XXXXXXXXXXXX.
General Note	500		Storage capacity: XXXXXXXXXXXX.
General Note	500		Content formats supported: XXXXXXXXXXXX.

tags. In all formats, titles are separated by space, dash, dash, space.

NOTE: *If you want to include authors as in the 2nd example below, they will not be searchable by author. You must enter the author's name in a 700 tag to search by author.*

Examples:

- 505 The trappings of power -- Upon reflection -- Pot luck -- A time to dance.
- 505 On my way to school / by Jim Smith -- It happened one time at lunch / by Angela Dime -- The day it snowed / by Laura Wilson.
- 505 v. 1. 1900-1945 -- v. 2. 1945-1996.

If you don't want titles listed on the ereader record, **DELETE** all the 505 tags.

- ❑ **6XX** If you want to include subject headings for each title, please refer to document 12.6d – Adding Subject Headings. Keep in mind, the subjects will be connected to the ereader and not to a specific title.
- ❑ **690** Replace XXXX with appropriate information or delete the field.
- ❑ **690** Repair: Fyxxxx – leave this field as is, so it can be used in the future to enter repair year if desired. Repair specifics should be entered in the 500 tag or an item staff note.
- ❑ **710** Replace MANUFACTURER with the manufacturer of the ereader. Do not move this tag. It must display above the 700.
- ❑ **700** Added Author

Use this for specifically named authors of titles in a 505 tag. **Delete** AUTHOR and following text and **replace** with author's name - last name first. You should add a 700 tag for each author you include. Put your cursor in the 700 tag and click the Add a Field helper. You can add as many authors and 700 tags as you need.

Examples:

- 700 Steinbeck, John.
- 700 Hemingway, Ernest.

If you don't want authors to display, delete the field.

- ❑ **989 Do not make any changes! DO NOT DELETE!**


6. **Click** Save and Close.

Sample of a completed ereader record:

Shadow title

Label	Tag	Ind.	Contents
Standard identifier#	024	7	101143BAN8060059 2Serial number
Stock number	037		020012 bDistrict ID number
Local Dewey call num	092		EREAD Nook 1
Title	245	00	eReader h[equipment] : bModel BNRV100 / cNook.
Variant title	246		Barnes & Noble Nook Wifi
Publication info	260		New York : bBarnes & Noble, c2010.
General Note	500		Dimensions: 7.7 x 4.9 x 0.5 in.
General Note	500		Accessories: power adapter + USB cable + battery (installed) + quick start guide ([16] p.).
General Note	500		Display: 6" diagonal E-Ink@ Vizplex electronic paper display, 1024 x 600 pixel resolution at 169 ppi, 3.5 inch color touchscreen LCD, 6 fond sizes.
General Note	500		Audio: universal 3.5 mm stereo headphone jack, built-in mono speakers, plays mp3 files of books or music.
General Note	500		Storage capacity: Holds thousands of books, songs, photos, & more ; 8GB6 (up to 5,000 books) built-in memory; Expandable storage up to 32GB with microSD memory card7.
General Note	500		Content formats supported: EPUB (including Non or Adobe DRM), PDB, PDF, graphics: JPG, GIF, PNG, BMP, audio: MP3; not supported: DOC, LIT, TXT, AMZ (Amazon), LRZ/LRX (Sony).
General Note	500		Connectivity: Wireless connectivity via Wi-Fi@ (802.11b/g/n); FREE Wi-Fi@ in all Barnes & Noble stores.
General Note	500		Battery life with wireless off: Read for up to 8 hours.
Contents Note	505		"Just so" stores / by Rudyard Kipling. How the elephant got his trunk ; How the camel got his hump ; How the leopard got his spots; The beginning of the armadillos -- Stories / by Hans Christian Anderson. The leap-frog ; The wild swans -- Dog stories. A dog's tale / by Mark Twain ; Brown wolf / by Jack London -- Stories from "Queer Little Folks" / by Harriet Beecher Stowe. The squirrels that live in a house.
Subject term	650		Electronic books xEquipment and supplies.

Adding Item information for ereader

1.  **Call Number/Item Maint** **Click** the Call number and Item Maintenance wizard. The record will be the current title. (See *Handbook, Cataloging, Call Number/Item Maintenance guide for detailed directions.*)

2. **Enter** the call number from the 092 tag. Using the recommended prefix will make it easier to perform a call number browse or sort a shelflist by call number and have all similar items display together.

Label	Tag	Ind.	Contents
Date/time stamp	005		20070430163800.0
Standard identifier#	024	7	101143BAN8060059 2Serial number
Stock number	037		020012 bDistrict ID number
Local Dewey call num	092		EREAD Nook 1
Title	245	00	eReader h[equipment] : bModel BNRV100 / cNook.
Variant title	246		Barnes & Noble Nook Wifi

3. **Click** Save.

4. **Click** Add Item.

5. **Enter** the item information.

6. **Click** Save and Close.

HINTS:

- The Circ note will display at checkout and checkin in Sirsi. Enter things you want to check at those times such as "includes power adapter and USB cable", "cable at desk", etc.
- If the item has peripherals, be sure to adjust the number of pieces.
- Use Staff Note to keep repair history.

Adding multiple identical ereaders


Scenario: You have 10 identical ereaders to catalog.

HINT: When cataloging multiple pieces of equipment, **set** your properties first.

Right click on Duplicate Title >
click on Properties.

- a. Make Type: EREADER.
- b. Make Item Category 1: DIGITALDEV.
- c. Set price and/or funding source if appropriate.

Item required default values			
Type:	EREADER	<input checked="" type="checkbox"/> Permanent	
Home location:	AVAILABLE	<input checked="" type="checkbox"/> Circulate	
		<input type="checkbox"/> Shadow item	
Item optional default values			
Price:	\$130.00	Item category 1:	DIGITALDEV
Media desk:		Item category 2:	GRANT

1. **Complete** the cataloging process for the first item.
2.  **Click** on the Duplicate Title Wizard
3. **Locate** for the record you just completed. **Click** Duplicate.
 - Change** the serial number in the 024 tag.
 - Change** the local ID number in the 037 tag.
 - Change** the call number in the 092 tag.
 - Make** any other changes needed in the bib record. **Click** Save when done.
4. **Click** on the Call Number / Item tab.
5. **Complete** the item information screen.
6. **Click** Save.
7. **Click** on the XX call number and modify it.
8. **Click** Return to Search.
9. **Repeat** steps 3 – 8 until all ereaders have been cataloged. You should have 10 bib records with the same multiple items on each record.